

Workstream:

Human Resources Website

# HR Talent Focused Website Project



## Draft Discussion Document

July 7, 2008  
TMT Meeting

Team Members: Angie Fanelli, Penny Young, Mary Jo Cashion, Ryan Nolan, James Merricks, Stephanie King

# TODAY'S DISCUSSION

- View New External Website and Obtain Feedback
- Next Steps
- Questions and Feedback



# Goals of Design for Website HR Site



- Marketing approach to recruit prospective employees on website and move employee related information to a usable format on the portal.
- Have DOT employees give testimonials - they can tell the story best.
- Use smiling faces and show that DOT is a great place to work
- Highlight the diversity of jobs at DOT
- Keep it simple but provide the information someone would want to know to apply for a position.
- Highlight hard to fill positions.
- Tell the positive story of a career at DOT (not just a job).
- Begin a positive Branding effort (value proposition) within the Department to illustrate we have a talent management focus
- Use recruitment video once it is complete on initial HR page and explore the use of other innovative ways to promote our message long term

## What's Next .....

- Seek approval from HR Director and Leadership Team to move forward
- New site will be introduced by Sec. Tippet and current HR site will be operational for ease of transition (at least 6 months while intranet is developed).
- Continue to receive feedback from those volunteering to give testimonials from "In the Loop" to refresh information
- Provide updates to website once talent management areas are implemented
- Define groupings and content for intranet site – will use portal approach that will enable the user to get information specific to their role at DOT (i.e. Manager's Corner, New Employee Corner, Life Corner, Retirement Corner, Transportation Engineer Associates, Others....)
- Utilize recruitment video, when available

# Feedback and Questions

Smiling faces  
 Testimonials  
 Blogging – Interactive Focus  
 Uncensored communication  
 Explore the use of Wiki's internal – Long Term  
 Depicting diversity of career opportunities  
 Recruitment / Employee Orientation video link  
 Market talent management focus  
 DOT is a team, leader,  
 NC is a great place to live  
 Positive branding message  
 Welcome message  
 Provide resources to managers and employees  
 Template for a welcome letter  
 Employee Orientation Checklist  
 Timeline for Employee Orientation  
 Contact Template – Pocket Contact Reference Card  
 Organizational Structure  
 Mission, values, and goals  
 On-boarding – neat social type things to help (Amanda)  
 Manager's corner  
 Life Balance  
 Provide input from integrated management focus:  
 Career Paths  
 Recruiting Events  
 Leadership Planning  
 Results based performance culture  
 Career Development  
 Facts that tell the DOT experience – Show the number of new hires, those that have built a career, salaries, promote the hours we work to those in private sector, promote stability of our employment, looking for fresh faces, we are looking for employees in a diverse number of positions – not just entry level, bar graph that illustrate the patterns,  
 Keep it simple.  
 What do you want to say?  
 Facts about the story.  
 Each page generating a different story ..... testimonials.  
 IT will help us frame the story from other sites.  
 Need help from Communication Office  
 Deep dive on VDOT and others to frame focus  
 Wish list versus required  
**Next Steps**  
 Hit List  
 Angie and Penny to review  
 Circle website likes.....  
 Mary Jo to begin storyboarding (content / pictures)

# **Your NCDOT Career**

Key Attraction Attributes

**Compensation Policy - Market Based Pay Philosophy**

**Health Benefits**

**Retirement Benefits**

**Work Life Balance**

**Location**

**Organizational Stability**

**Job Interest Alignment**

**Future Career Opportunities**

**Respect**

**Ethics**

## **Thoughts / Workstream Initiatives**

Largest employer of civil engineers in the state of North Carolina.

Performance Culture

Strategic Workforce Planning

Great Employer Recognition

Career Development

Training

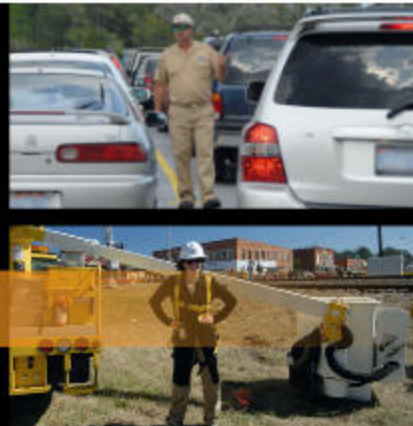
Career Mobility

Employee Engagement Survey

Leadership Planning



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## Contact Us

**For questions regarding the application process:**

Please visit our [How to Apply](#) section.

**For questions regarding current NCDOT Job Opportunities:**

Please visit our [Job Vacancies](#) section.

**For questions regarding recruitment:**

Please visit our [Youth Programs](#) and [College Programs](#) sections.



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## Core Values

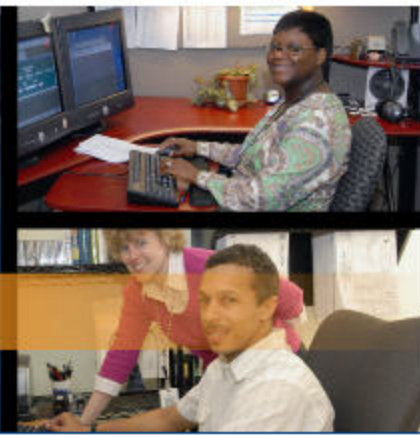
Five core values represent the manner in which the NC Department of Transportation conducts our business. We are committed to using these values to guide us in our everyday decision-making.

- **Safety** - We strive for safety throughout our transportation networks as well as in our work and our daily lives.
- **Customer Service** - We respond to our customers, both internal and external, in an open, professional and timely manner.
- **Integrity** - We earn and maintain trust by responsibly managing the state's assets, acting ethically, and holding ourselves accountable for our actions.
- **Diversity** - We draw strength from our differences and work together in a spirit of teamwork and mutual respect.
- **Quality** - We pursue excellence in delivering our projects, programs, services and initiatives.





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## More than Building Roads

The N.C. Department of Transportation does much more than build and maintain roads and license drivers and vehicles. Employees with diverse skills and abilities work together to connect people and places in North Carolina in many ways.

- Ferry boat captains maneuver coastal waters transporting passengers and cars to otherwise isolated areas of the state.
- Public transportation specialists work to improve the safety and efficiency of transit systems in both urban and rural areas.
- Divers monitor the stability of our bridges.
- Planners design safe routes for pedestrians and bicyclists to explore the scenic beauty of North Carolina.
- Aviation specialists provide training for North Carolina's 15,000 licensed pilots.
- And, as in any large organization, professionals are essential in the areas of human resources, general services, planning and financial management.



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## Benefits

In addition to offering opportunities to create meaningful change in our state's transportation system, we also provide a variety of tangible benefits for our employees.

It's not unusual for new employees to have benefit packages valued at 35 percent to 40 percent of their total compensation. Salary, while important, tells only part of the story.

### Here are a few of the benefits that come with a career at NCDOT:

- **Paid time off** - Employees receive a minimum of 11 3/4 days of annual leave (vacation) and 12 days of sick leave, in addition to 11 paid holidays (12 if Christmas is on a Tuesday, Wednesday or Thursday). Through community services leave, employees are allowed up to three days annually to volunteer in support of schools, communities, citizens and nonprofit organizations, or those wishing to mentor or tutor a student may receive one hour per week, up to 36 hours.
- **Health care** - The health insurance program is comparable to some private industry offerings and features an innovative Worksite Wellness Initiative.
- **Disability** - Employees are eligible for short-term disability after one year of state service and long-term disability after five years of service, both at no cost to employees.
- **Retirement** - Employees make automatic retirement contributions, matched at 8.14 percent by the state, and are vested after five years of service. At retirement, the monthly pension is based on salary, age and years of service. Employees can retire early under certain conditions with reduced compensation. In addition, the state offers a deferred compensation plan and a 401K plan.
- **Work-Life Balance** - Most of our employees have 40-hour work weeks with limited overtime. We also offer shared leave benefits and flexible work hours as well as family medical leave and family illness leave.

Check out the [Office of State Personnel Employee Compensation Calculator](#) and how we're working to make NCDOT a great place to work.





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## Job Vacancies

- Information Provided by the [North Carolina Office of State Personnel](#).
- To apply, send the [North Carolina State Government Application for Employment \(PD107\)](#) to the Contact Person listed on the vacancy description.

**\*\* This information was last updated on 12/3/2008 2:03:08 PM \*\***

POSTING DATE	JOB TITLE	DIVISION	COUNTY
11/18/2008	<a href="#">BRIDGE UNDWTR INSPECTOR I</a>	DIVISION OF HIGHWAYS	WAKE
11/26/2008	<a href="#">DRIVER LICENSE EXAMINER</a>	MOTOR VEHICLES	LEE
11/26/2008	<a href="#">DRIVER LICENSE EXAMINER</a>	MOTOR VEHICLES	DAVIDSON
12/3/2008	<a href="#">DRIVER LICENSE EXAMINER</a>	MOTOR VEHICLES	CARTERET
11/26/2008	<a href="#">DRIVER LICENSE EXAMINER</a>	MOTOR VEHICLES	HENDERSON
11/26/2008	<a href="#">DRIVER LICENSE SENIOR EXA</a>	MOTOR VEHICLES	GRANVILLE
11/26/2008	<a href="#">DRIVER LICENSE SENIOR EXA</a>	MOTOR VEHICLES	GASTON
11/19/2008	<a href="#">ENGINEERING MANAGER</a>	ASST SECRETARY FOR MANAGEMENT	WAKE
11/12/2008	<a href="#">TRANSPORTATION WORKER</a>	DIVISION OF HIGHWAYS	DURHAM
11/21/2008	<a href="#">TRANSPORTATION WORKER</a>	DIVISION OF HIGHWAYS	GUILFORD

Questions about NCDOT Job Vacancies: [Click Here](#)



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**Need Acrobat**



Download it here.

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## How to Apply

[Employment Application](#)

[Continuation Sheet](#)

- Fill out application online, print, mail to the appropriate contact person on the job listing. **Note – Adobe Acrobat (not just the Reader) is needed to save the PDF file, after filling it out online.**
- Print, fill out by hand, mail to the appropriate contact person on the job listing.

**OR**

[Employment Application](#)

[Continuation Sheet](#)

- Download, fill out the application, print, mail to the appropriate contact person on the job listing.

## Frequently Asked Questions

For Frequently Asked Questions check out our [FAQ](#)



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## Jobs in Demand

NCDOT has a current demand for the positions below. For a listing of all NCDOT Job Vacancies [Check Here](#).

### Environmental Specialist

- *Training & Experience Requirements:* Four-year degree in agriculture, biological, engineering, environmental, natural resources sciences and environmental experience.
- *Description of Work:* Inspect environmental facilities or systems for permitting purposes, environmental planning, impact assessment, and/or design and conduct scientific studies. Collect, review and evaluate data. Write findings reports. Provide technical guidance to others.

### GIS Technician

- *Training & Experience Requirements:* Associate degree in GIS/GPS, geography, computer science, surveying and mapping, forestry, environmental science.
- *Description of Work:* Review and edit maps and tabular manuscripts used in the collection and maintenance of geospatial data. Use GIS software to convert data and set display specifications and tolerances.

### Marine Electrician

- *Training & Experience Requirements:* High school and experience in electrical and electro-mechanical systems maintenance and repair.
- *Description of Work:* Direct the maintenance and repair of marine electrical systems on ferries and dredges. Participate in and supervise the installation, maintenance, and repair of AC and DC generators, switchboards, distribution panels, lighting and alarm circuits.

### Title Examining Supervisor

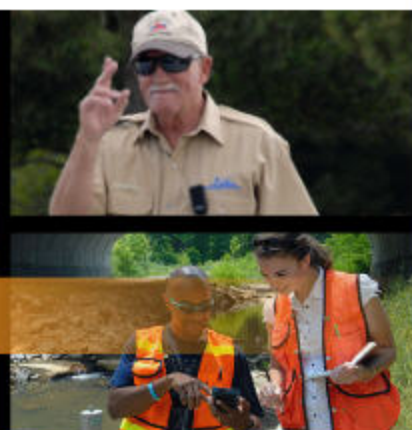
- *Training & Experience Requirements:* High school and experience with motor vehicle titling work or in the review and/or processing of legal documents.
- *Description of Work:* Supervise a unit that processes motor vehicle registration documents. Problem resolution in regards to establishing and updating vehicle records. Must understand motor vehicle laws, rules, regulations, policies and procedures. May recommend changes in operating procedures as a result of resolving unprecedented problem situations.

### Transportation Planner

- *Training & Experience Requirements:* Four-year degree in urban and regional planning, transportation planning, engineering, business administration or economics and experience with collecting and analyzing economic and social data and information.
- *Description of Work:* Organize and conduct transportation planning studies and promote transportation planning activities with local government. Work requires the application of a variety of quantitative and qualitative tools such as surveys, mathematical models, resource allocation techniques and sampling theories in the analysis of data. Evaluate multi-modal transportation systems.



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## North Carolina's Future Rides on Us

From designing, building and maintaining roads and bridges, to making long-term public transit decisions, much of North Carolina's future is being determined by what the N.C. Department of Transportation does today. Are you up for the challenge?

NCDOT is committed to recruiting high-performing employees and developing career tracks that will allow them to build satisfying careers while strengthening our organization. We offer exciting opportunities in the fields of engineering, information technology, planning, public transportation, financial management, research and in many other areas.

More than 14,000 employees working Statewide drive NCDOT's success each day. The department is responsible for:

- The second largest state-maintained highway system in the nation.
- 12,622 bridges.
- The largest ferry system on the East Coast.
- More than 3,000 roadside acres of wildflowers.
- The nation's first "Bicycling Highways," now stretching 3,000 miles.
- A comprehensive statewide 511 Travel Information System, one of the first in the nation.
- Services to more than 6.3 million licensed drivers.

We invite you to consider a career at NCDOT and help keep North Carolina moving.

NCDOT has an immediate need for specific job skills.  
[Check them out here.](#)



*NCDOT employees work to connect people and places in North Carolina.*



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## Pre-College/Summer Programs

It's never too early to begin thinking about and planning for your future career. The transition from school to work requires early course work preparation and selection, career goal setting, and an assessment of your interests and skills. Develop a plan to complete your career goals. Becoming an integral, contributing member of society can be a challenging task that must be met with determination, hard work, commitment and training.

NCDOT employees have an important role in meeting North Carolina's transportation needs and contributing to our good quality of life now and to the future. Our employees feel it's part of their community responsibility to assist students statewide by serving as career role models, partners in schools, classroom speakers and offering job-shadowing opportunities to help plan and prepare for our department's future employment needs. These programs help students answer questions about career options and what is required to meet future career goals.

- [Summer High School Internship Program \(SHIP\)](#)
- [Introduce a Girl to Engineering Day](#)
- [Civil Engineering Awareness Program \(CEAP\)](#)
- [Construction Career Days \(CCD\)](#)
- [Model Bridge Building Competition](#)
- [Contact Us](#)

### ☐ Summer High School Internship Program (SHIP)

SHIP seeks to increase the interest of high school graduates planning to attend a two- or four-year college or university in transportation careers, but specifically in civil engineering. SHIP allows students to experience what it's like working in a professional or technical environment and a chance to earn money toward their college education.

Students are eligible to participate in SHIP the summer after high school graduation and prior to entering their freshman year of college. Eligible students must have applied to or have been accepted to a two- or four-year college offering civil engineering.

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### ☐ Introduce a Girl to Engineering Day

With only 10 percent of engineers in the United States being women, "Introduce a Girl to Engineering Day" strives to promote engineering as a desirable career option to young adults. Students have the opportunity to participate in hands-on transportation related engineering activities and also participate in a question and answer session with some of the department's female engineers from various disciplines. NCDOT engineers also share the daily duties and skills necessary for their jobs while encouraging young women to maintain their math and science skills, which are necessary to enter programs in college.

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### ☐ Civil Engineering Awareness Program (CEAP)

CEAP was designed to work within the classrooms across North Carolina to increase the number of students interested in a career in the transportation field or civil engineering. The program is available to teachers and students from kindergarten through high school to explore careers available at NCDOT. Teachers may request NCDOT professionals to participate in a variety of educational activities, classroom presentations, mentoring, job shadowing and career fairs.

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### ☐ Construction Career Days (CCD)

Construction Career Days is an excellent opportunity for high school juniors and seniors to learn about rewarding careers in the commercial and highway construction industry. For more information check out the [Construction Career Days website](#).

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### ☐ Model Bridge Building Competition

Middle and high school teachers are invited to give students an opportunity to test their skills in problem-solving strategies, critical thinking, brainstorming, and design while constructing a model truss bridge. The competition goes a step further by requiring students to use their public speaking and presentation skills to compete for a \$500 award and bragging rights.

For more information, check out the Model Bridge Building Competition [Web Site](#).

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### ☐ Contact Us

For more information regarding Youth Programs, please [Contact Us](#).

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## College Programs

NCDOT's Summer Engineering Assistants Program and Cooperative Education Program offer internship positions to college students studying civil and environmental engineering. Placements are available in locations throughout the state.

- [Summer Engineering Assistants Program \(Internship\)](#)
- [Cooperative Education Program \(Co-op\)](#)
- [Transportation Engineering Associates \(TEA\) Program](#)
- [College Recruitment Schedule](#)
- [Contact Us](#)

### ☒ Summer Engineering Assistants Program (Internship)

The Summer Engineering Assistants Program offers civil engineering students in good academic standing the opportunity to work one summer or consecutive summers as interns in the civil engineering field. Students learn about the work performed at NCDOT and gain valuable experience that counts toward eligibility for permanent employment.

Positions are located statewide. Job locations depend on the availability and location of current construction projects, job requirements, and the student's needs and interests. Students are paid based on the number of semester hours completed in school. Interested civil engineering students must submit a state application (PD-107) and an unofficial transcript to the Recruitment Office no later than **April 1**.

#### Eligibility and Application Process

- Must be a current civil engineering student
- Completed at least 24 semester hours
- Minimum overall GPA of 2.5
- Submit a [State Application \(PD-107\)](#) and unofficial transcript to the [NCDOT Recruitment Office](#)

#### Work Session

May through August

#### Job Locations

Statewide (please specify your desired location)

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### ☒ Cooperative Education Program (Co-op)

The Cooperative Education Program at NCDOT is a career-oriented, professional-level program for short-term training in civil engineering. The primary purpose of the program is to integrate classroom and practical experience, and is not merely financially oriented.

Co-op is an ongoing program normally beginning after the freshman year of college that encompasses a substantial portion of a student's college career. The Co-op Program at NCDOT works under the alternate plan, requiring the student to work every other semester. The assignment is usually shared by a pair of students; while one student is working on the job, the other is attending classes. Interested civil engineering students must first register with the Cooperative Education Office at their college or university, and follow the requirements set up through the school.

#### Eligibility and Application Process

- Must be referred through college/university Co-op Program
- Complete at least 24 semester hours
- Commit to three alternating co-op sessions
- Submit a [State Application \(PD-107\)](#) and unofficial transcript
- Interview may be required

#### Work Session

Year Round

#### Job Locations

Statewide (please specify your desired location)

#### To Apply

NC Department of Transportation  
Recruitment Office  
1518 Mail Service Center  
Raleigh, NC 27699-1518  
Telephone: (919) 733-7684  
Fax: (919) 733-6186

For additional information on cooperative education opportunities, contact your campus Cooperative Education Office or the [NCDOT Recruitment Office](#).

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### ☒ Transportation Engineering Associates (TEA) Program

This 18-month training and career development program was designed to accomplish three major goals for entry-level civil engineers:

- Orient the newly graduated engineer on the major functions and organization of the various highway units
- Provide a career development plan and training program that gives the associate a broad background and practical application of highway engineering
- Provide the NCDOT with a reservoir of professionally trained and experienced engineers who can assume management responsibilities with confidence

#### Eligibility and Application Process

- A Bachelor of Science in **Civil Engineering** degree is required
- Overall GPA of 2.5 or better
- Recent college graduate (within two years)
- Flexibility in job locations (statewide)
- Good communication skills

#### Work Session

The TEA Program training schedule starts in **January** and **June** of each year. The associate's major area of interest is determined through counseling and the department's major needs are examined before a tentative training schedule is arranged. A training schedule can consist of the following units and/or divisions:

- Nine months field operations: statewide assignments in Maintenance and Construction
- Nine months of Pre-Construction assignments in Raleigh (associate must select four):
  - Roadway Design
  - Hydraulics
  - Traffic Engineering
  - Environment - Planning
  - Statewide Planning
  - Structure Design
  - Materials and Test
  - Pavement Management
  - Photogrammetry
  - Rail Division
  - Aviation Division
  - Design Services
  - Location and Surveys (Raleigh & Statewide)

#### Job Locations

Statewide (please specify your desired location)

#### To Apply

Students pending graduation in **December** or **May** - Register with your *College Career Services Office* for the NCDOT campus recruitment schedule or submit a state of North Carolina application (**PD - 107**) and current unofficial transcript to:

NC Department of Transportation  
Recruitment Office  
1518 Mail Service Center  
Raleigh, NC 27699-1518  
Telephone: (919) 733-7684  
Fax: (919) 733-6186

For additional information on TEA opportunities, contact the [NCDOT Recruitment Office](#).

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### ☒ College Recruitment Schedule

We provide campus recruitment at area universities.

CAREER FAIR DATES	
<a href="#">Georgia Tech. College</a>	September 8, 2009
<a href="#">NC A&amp;T</a>	September 9 - 10, 2009
<a href="#">University of SC</a> (Science and Engineering Career Fair)	September 30, 2009
<a href="#">University of Tenn</a>	September 16, 2009
<a href="#">NC State University</a> (College of Engineering)	September 30, 2009
<a href="#">UNC-Charlotte (Career Expo)</a>	October 3, 2009
<a href="#">Virginia Tech.</a> (Career Fair)	October 22 - 23, 2009
CAMPUS INTERVIEW DATES	
<a href="#">NC State University</a>	TBD
<a href="#">NC A&amp;T University</a> (College of Engineering)	TBD
<a href="#">UNC-Charlotte</a> (Science and Engineering Career Fair)	TBD

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### ☒ Contact Us

For more information regarding Youth Programs, please [Contact Us](#).

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## Your NCDOT Career

Attracting and retaining great employees is a priority at NCDOT. Research has shown that employees join an organization for the rewards and career opportunities but stay for the people and organization. That's why NCDOT has renewed its efforts to enrich development opportunities and job interest alignment, and that's why respect for employees is a part of our culture, the way we do business.

Some of the efforts that NCDOT employs to promote employee commitment and to reduce costly turnover are to:

- Embrace a performance culture;
- Offer a broad range of development opportunities;
- Maintain quality management;
- Respect employees and have confidence in their abilities;
- Help employees prepare for future NCDOT career opportunities;
- Keep job interest high;
- Exhibit ethical practices; and
- Continuously strive to be a great place to work.

And, finally, NCDOT realizes that there's more to life than a job. Work must be balanced with the other important areas of life through a flexibility that allows both the employee and NCDOT to thrive.



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  - ☐ More than Building Roads
- ☒ Career Development
  - ☐ Youth Programs
  - ☐ College Programs
  - ☐ Your NCDOT Career

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### Why Work at NCDOT?

Are you ready to step up to the challenge and help shape the future of transportation in North Carolina?

We offer:

- A wide range of career opportunities to develop your job skills and meet our goals.
- Competitive pay.
- A stable career environment.
- Work locations from the mountains to the coast.
- A setting where diversity is appreciated and all employees are valued.
- Career development and training opportunities.
- Access to new and cutting-edge technology.
- A Work Options Program with alternatives to the standard 8 a.m. to 5 p.m., five-day, 40-hour workweek.
- An innovative Worksite Wellness Initiative.
- Retirement plan and optional taxed-deferred savings accounts.
- Medical insurance plan.
- Paid holidays, vacation and sick leave.



**Matt Wilkerson**  
Archaeologist



Curious to know a little bit more about NCDOT? View our [Testimonials](#).

*NCDOT is an Equal Opportunity/Affirmative Action Employer*